



GRAMA REQUEST

(Government Records Access and Management Act)

FOR RECORDS

Description of requested records (records must be described with reasonable specificity):

- ☐ I would like to inspect the records.
- ☐ I would like to receive copies of the records. I understand that I will be responsible for copy costs. I authorize costs of up to \$_____. I further understand that Brigham City will contact me if estimated costs are greater than the amount I have specified and that Brigham City will not respond to a request for copies if I have not authorized adequate costs. (A list of the City's fee schedule is shown on the reverse side of this form.)
- ☐ I would like to receive copies of the records. I request a waiver of copy costs for one or more of the following reasons:
 - ☐ Requested information is for publication in a public magazine or newspaper.
 - ☐ The individual requesting the record is the subject of record.

Name of person requesting information: _____

Address: _____

Daytime phone number: _____

I understand Brigham City has a maximum of 10 days to respond to this request or provide a written denial of the request. If this request is denied, I have the right to appeal to the City Council within 30 days.

Signature of person requesting information

Date

Signature of person approving request

Date

POLICE RECORDS

Crime scene photo.....	\$4.50
Fingerprints per card (residents)	\$5.00
Fingerprints per card (nonresidents)	\$10.00
Fingerprints for persons applying as volunteer with a charitable and/or a nonprofit organization under Section 62A-4-514 of the Utah Code	No charge
Police report	\$10.00

COST FOR BLACK & WHITE COPIES

11" x 17"	\$1.00 \$2.00
17" x 22"	\$2.00 \$3.25
22" x 34"	\$3.00 \$4.00
24" x 36"	\$4.00 \$4.75
28" x 40"	\$6.25
34" x 44"	\$5.00 \$7.50

COST FOR COLOR COPIES

8 1/2" x 11"	\$2.00 \$4.00
11" x 17"	\$2.00 \$4.00
17" x 22"	\$4.00 \$6.50
22" x 34"	\$4.00 \$8.00
24" x 36"	\$6.00 \$9.50
28" x 40"	\$12.50
34" x 44"	\$10.00 \$15.00
36" x 48"	\$16.00

COST FOR BLUE PRINTS (Per Page)

Minimum Charge	\$2.00
22" x 34"	\$3.00
24" x 36"	\$4.00
34" x 44"	\$5.00

COST FOR DIGITAL DATA

CD.....	actual cost \$1.50(unless CD is provided)
DVD.....	actual cost \$3.00(unless DVD is provided)

COST FOR STAFF TIME

When a record is requested in a form other than that normally maintained by the city, the actual costs will include:

- i) the cost of staff time for compiling, formatting, manipulating, packaging, summarizing, or tailoring the record either into an organization or media to meet the person's request;*
- ii) the cost of staff time for search, retrieval, and other direct administrative costs for complying with a request; and*
- iii) in the case of fees for a record that is the result of computer output other than word processing, the actual incremental cost of providing the electronic services and products*